

**BY ORDER OF THE
INSTALLATION COMMANDER**

CHARLESTON AFB INSTRUCTION 37-2

1 SEPTEMBER 1999



Information Management

IM/POSTAL MOBILIZATION PLANNING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes direction, planning, and information for the preparation and deployment of Information Managers (3A0X1s) and Postal Augmentees (8M000). It establishes the 3A0X1 Functional Manager for Charleston AFB, assigned to the 437th Communications Squadron as the manager for this deployment program and defines responsibilities for Group and Wing Staff representatives, unit deployment managers, and personnel identified to deploy. This instruction applies to all AMC units on Charleston AFB.

1. Charleston AFB Information Manager's (IM) Mission: The IM mission is to provide effective life-cycle management of information to the wing and to support units deployed to locations with or without host base support, whether in peacetime or during periods of increased readiness.

2. Responsibilities:

2.1. Functional Manager will:

- 2.1.1. Establish 437 CS/SCX as the 3A0X1 and 8M000 Charleston Deployment Office.
- 2.1.2. Have central control authority over all 3A0X1 and 8M000 deployment taskings base-wide (AMC only).
- 2.1.3. Establish a Group or Wing Staff 3A0X1 and 8M000 Unit Deployment Manager (UDM).
- 2.1.4. Appoint a primary and alternate UDM for the AFSC 3A0X1 and 8M000.
- 2.1.5. Manage all Unit Type Codes (UTC) applicable to AFSC 3A0X1 and 8M000.
- 2.1.6. Be familiar with AFMAN 10-401, AFI 10-403, the Base-Level Assessment (BLA) guidance, and the Base Deployment Plan.

- 2.1.7. Ensure all AMC 3A0X1 personnel are identified to deploy. Exception: Legitimate deferments are: medical waivers; 90 days within PCS, separation, and/or retirement; administrative hold; exceptional family member program (limits member to a maximum of 30-day TDY); or other reasons specifically approved by the Wing Commander.
- 2.1.8. Provide guidance so that all 3A0X1 and 8M000 personnel, base-wide, are qualified and meet all deployment requirements as outlined in the Base Deployment Plan.
- 2.1.9. Provide guidance to ensure that information managers identified for deployment are fully trained to perform their specific wartime tasking.
- 2.1.10. Identify 3A0X1 and 8M000 personnel for real world deployments, i.e. JTF BRAVO, PROVIDE COMFORT, etc.
- 2.1.11. Maintain "non-volunteer" listings based on Date Arrived on Station (DAS) and previous contingencies in support of real world deployments. Listing is provided the Military Personnel Flight and updated monthly.
- 2.1.12. Maintain the base 3A0X1 and 8M000 deployment tasking and UTC master list for Charleston AFB. Ensure all UTCs have primaries and alternates designated.
- 2.2. Group and Wing Staff 3A0X1 and 8M000 UDM will:
 - 2.2.1. Submit a letter to the 3A0X1 Functional Manager, identifying primary and alternate Group and Wing Staff 3A0X1 UDM.
 - 2.2.2. Monitor personnel who are exempt from deployment due to medical or humanitarian reasons to ensure members are returned to deployment status. Forward copies of appropriate documentation to the 3A0X1 Functional Manager.
 - 2.2.3. Have 24-hour point of contact during the deployment phase of exercises.
 - 2.2.4. Contact squadrons or personnel within the Group or Wing Staff to fill 3A0X1 deployment tasking and handle shortfalls. Contact the base 3A0X1 UDM if tasking can not be supported within the Group or Wing Staff.
 - 2.2.4.1. Ensure all 3A0X1 personnel assigned to the applicable Group or Wing Staff are qualified and meet all deployment contingency requirements as outlined in the Base Deployment Plan.
 - 2.2.4.2. Ensure all 3A0X1 personnel identified for deployment are fully trained to perform their specific wartime tasking. At a minimum, the tasked individual must be fully capable in Defense Messaging System and/or SARA-Lite, Microsoft Word, PowerPoint, and JetForm Formflow.
- 2.3. Charleston AFB (3A0X1/8M000) UDM will:
 - 2.3.1. Monitor all 3A0X1/8M000 personnel, through the applicable UDM, identified for deployment to ensure individuals have the required security clearances, qualified, and have met all other deployment requirements as outlined in the Base Deployment Plan.
 - 2.3.2. Manage all UTCs applicable to AFSC 3A0X1 and 8M000.
 - 2.3.2.1. Stock and maintain a deployable IM contingency kit sufficient for a 90-day period.
 - 2.3.2.2. Inventory IM contingency kit on a quarterly basis to remove items with overdue shelf

life, and obsolete or revised forms and publications.

2.3.2.3. Coordinate the size and number of nesting boxes for transportation planning. Contingency kits may have as many nesting boxes as necessary to store required stocks of IM supplies, publications, and forms. Use AF Form 2518, Deployment Packing List, for tracking accountability of the kit's contents.

2.3.2.4. Inventory and restock contingency kit upon return from deployed location.

2.3.2.5. Inspect all office equipment to be taken by the deployed force to ensure all are in working order.

2.3.2.6. Prepare needed records and operational publication files to accompany the deploying task force.

2.3.2.7. Maintain a 90-day stock of mission-related publications and blank forms.

2.3.2.8. Obtain a 90-day stock of administrative supplies (copier toner, bond paper, writing pads, etc.).

2.3.2.9. Consider the need to budget for and purchase equipment to support IM operations (computers, copiers, mailing machines, etc.).

2.3.2.10. Determine requirement for, and be familiar with, equipment and supplies that will be prepositioned and designated as unit deployable equipment.

2.3.2.11. Determine the requirement for reprographic/copier services.

2.3.3. Make travel arrangements for selected personnel.

2.3.4. Ensure all deployed 3A0X1/8M000 personnel complete an AF Form 209, Information Management After-Action Report within 10 duty days after return to permanent duty station. Consolidate reports and forward to HQ AMC/SCX within 30 days after end of deployment.

2.4. Military Personnel Flight will provide the following automated personnel rosters to the 3A0X1 Functional Manager (437 CS/SCS) monthly. Status on Charleston AFB 3A0X1 and 8M000 assets to include, grade, name, control AFSC, Date Arrived Station (DAS), security clearance, and projected PCS, separations or retirements.

2.5. Individual Responsibilities:

2.5.1. Tasked individuals are responsible for personal gear, training records, shot records, dog tags, etc. (See Base Deployment Plan).

2.5.2. Individuals will make arrangements to hold or forward mail.

2.5.2.1. Complete an AF Form 624, Base/Unit Locator and Postal Service Center (PSC) Directory, as well as notify the servicing post office or PSC at the permanent duty station of both forwarding address and the period of TDY.

3. Tasking Process:

3.1. The objectives are to fill all TDY taskings and ensure fair and equitable distribution of taskings to Groups or Wing Staff. The tasking process is:

3.1.1. For contingency taskings, the Functional Manager will solicit volunteers from the 3A0X1 community. All volunteers must be qualified and provide written approval from their supervisor and unit commander to be considered locked in for tasking. If there are no volunteers, individuals will be selected from the nonvolunteer list. Nonvolunteer listing is maintained by skill level and is based on individual's return date of last contingency deployment. If no contingency has been performed, eligibility reverts to DAS. Individual most eligible by these two factors will be selected.

3.1.2. For local mobility/exercise taskings, the Functional Manager identifies next Group or Wing Staff for tasking based upon number of eligible 3A0X1s assigned and current tasking commitments. Selection is determined by the Group or Wing Staff with the lowest manday credits carried forward.

3.1.3. Functional Manager tasks appropriate Group or Wing Staff and suspenses them to provide name of individual selected or justification request for shortfall. Shortfall justification requests are legitimate if they meet any of the criteria exceptions outlined in para [2.1.7](#).

3.1.4. Vacancies, which occur while individuals are deployed, will be supported from within the appropriate Group or Wing Staff. Backfills will not be provided from outside of the tasked Group or Wing Staff.

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